

MEMORANDUM

25 April 1947

TO : Executive for Personnel and
Administration

FROM : Assistant Chief, Finance Division

SUBJECT: Procedure Governing Local Travel in
[redacted]

25X1A6A

25X1A8B

There is attached a letter directed to the Chief, [redacted] Branch through the Assistant Director for Operations, which has been prepared for the purpose of outlining instructions and procedures applicable to local travel which must be performed in the [redacted]

[redacted] area. It is believed that the procedure outlined in the attached letter will satisfactorily meet the needs of the [redacted]

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25X1A6A [redacted] Office of the [redacted] Branch, and will at the same time, per 25X1A8B [redacted] permit proper compliance with government regulations and agency instructions.

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It has been determined that at this time there is no positive need for making provisions for the issuance of "blanket" travel orders to officials of the [redacted] Branch either in Washington, D. C., or [redacted] and accordingly, specific travel orders will be requested and issued in the same manner as heretofore. In the event future developments warrant a change in existing controls in this respect, a further coordinated study of the situation will be made.

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The problem of local travel in and around Washington, D. C. appears to be adequately covered by existing instructions and procedures and it is agreed that no further action is required.

Attachment

cc.

Chief, Finance Division
Chief, Fiscal Section
Chief, Services Division
Chief, Transportation
Executive Officer, [redacted]

[redacted]
Assistant Chief,
Finance Division

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No Change in Class.

Disseminated

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